

Process For Applying to Operate a Children's Residential Facility

1. Call the Office of Interdepartmental Regulation to obtain a copy of the *Standards for the Interdepartmental Regulation of Children's Residential Facilities* OR obtain a copy from the link on this website.
2. After reviewing the *Standards for the Interdepartmental Regulation of Children's Residential Facilities* you must submit a written program description to the Office of Interdepartmental Regulation at 7 N. Eighth Street, Richmond, VA 23219. There is a link to the Program Description Instructions on this website. All information requested in the program description instructions must be included in the written program description.
3. Staff at the Office of Interdepartmental Regulation will review the program description. If the program description is unclear you will be contacted for additional information. If the program description contains all necessary information, your program will be assigned to a lead licensing agency. Office of Interdepartmental Regulation staff will send you a letter informing you of the assignment of a lead licensing agency, licensing procedures to follow for that lead licensing agency, an initial application packet, and background investigation procedures.
4. The completed initial application should be sent to the assigned lead licensing agency. The application should not be sent to the lead licensing agency until the application is complete. This means that all required attachments have been included with the application.
5. The lead licensing agency will review your application. If information is missing staff will inform you that the application is incomplete and tell you what is missing. If the application is complete your program will be assigned to a licensing supervisor. The licensing supervisor will review all written policies and procedures and forms. They will also conduct the initial licensing inspection.